

# **GREEN COUNTY HUMAN SERVICES**

---

**PLEASANT VIEW COMPLEX**

**N3152 State Road 81  
MONROE, WI. 53566-9397  
PHONE (608) 328 - 9393  
FAX (608) 328 -9480**

## **POSITION OPENING**

**FILE CLERK** --- Regular part-time, 20 hrs./wk. position available in the Human Services Department. Position will be responsible for agency file maintenance/management as required in the context of a central filing system. Position is also responsible for other duties as assigned including but not limited to agency/interagency mail distribution.

**Grade:** 51 (\$12.06/hr)

**Qualifications:** A high school diploma or equivalent and experience with file management and/or related clerical duties.

Apply with Green County employment application to: Greg Holcomb, Director, by June 11, 2018.

An equal opportunity employer, the County of Green will not discriminate on the basis of limited English proficiency or disability status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.

*May 31, 2018*

*[gchsd@gchsd.org](mailto:gchsd@gchsd.org)*